



U.S. Department of Housing and Urban Development

Office of Public and Indian Housing

Special Attention: Directors,
Offices of Public Housing; Administrators,
Offices of Native American Programs; Section
8 Public Housing Agencies and Indian
Housing Authorities

Notice PIH 96-88 (HA)

Issued: 11/22/96

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Cross References:

Subject: HUDCAPS Program Information Requirements

1. **PURPOSE** - This Notice provides guidance and instructions to PIH State/Area Offices (including Offices of Public Housing and Offices of Native American Programs) for maintenance of mandatory program information in the HUD Central Accounting Program System (HUDCAPS).
2. **BACKGROUND** - HUDCAPS was designed and developed to be an automated integrated management system for Section 8 programs under the jurisdiction of the Office of Public and Indian Housing. HUDCAPS integrates both program and financial information into one system.

HUDCAPS presently incorporates data which was previously found in several automated systems,

- CFS (Control Files Subsystem)
- PAS (Program Accounting System)
- LOCCS (Letter of Credit Control System)
- MIS (Management Information System)

The result is one stop shopping for data related to PIH Section 8 programs and individual Housing Authority (HA) performance.

The Office of Public and Indian Housing has the responsibility for monitoring and maintenance of HUDCAPS.

3. **CONVERSION TO HUDCAPS** - The conversion of data from the systems referenced above to HUDCAPS in 1995 brought forward the following HA financial management data components:
 - ACC Data
 - Budget Data

- Year End Settlement Data
- Disbursement Data
- Unit Distribution Data

An element that was not provided in any previous automated system was specific HA program information such as unit months leased, tenant contribution data, or number of tenants.

Also not previously accounted for was the amount of available program reserves restricted for use by a HA to cover the cost of contract renewals. With the decrease in the amount of funding available for the renewal of contract expirations, the Department has determined that program reserves will be used, when available, to offset the cost of contract renewals. This is an additional program requirement which must be tracked and monitored in HUDCAPS.

HUDCAPS was designed to accommodate these additional data elements so that information relative to a HA would be complete, providing HUD with information necessary to make appropriate management and program decisions.

These additional components are in HUDCAPS not only to maintain complete and accurate historical information on the programs, but also to augment the evolution of budgetary projections and fiscal requirements for PIH Section 8 programs.

4. **HUDCAPS REQUIREMENTS** - It is a requirement that the following data fields found on the Year End Settlement Table (YEST), program information tab, are completed at the time other financial settlement data is entered:

- Total Unit Months Leased
- Operating Reserve
- Administrative Expenses

If this information is not provided by the HA on the HUD 52681 (Voucher for Payment of Annual Contributions and Operating Statement), the form is not considered a complete submission and contact should be made with the HA to obtain this information. The YEST should not be sent to the approving official for approval and processing until program information is entered.

Presently the program information tab asks for the entry of average tenant contribution. This field cannot be entered because the information is not a requirement on the HUD 52681 and therefore not available to Field Offices.

A revised version of the HUD 52681 is in the clearance process and will require the HA to provide HUD with additional program information. Average tenant

contribution is one of the additional data elements required. Once the revised HUD form 52681 is approved and distributed under a HUD Notice, tenant contribution data will be a required data field for entry into HUDCAPS.

Current HUDCAPS instructions for entering Year End Settlement Tables prompt the user to add data on the Year End Settlement Unit Distribution Table (YESU). At this time that option is not activated in HUDCAPS to accept data.

It is also a requirement that the amount of restricted reserves is entered on the settlement results tab of the YEST. This data must be entered on the YEST when the FA extends the term of the contract in HUDCAPS. The amount of reserves restricted will be entered for each HA year based on the funding term identified by Headquarters.

5. **GENERAL REQUIREMENTS** - During the first year of experience with HUDCAPS, many users have entered and approved year end settlements without entering the program information or restricted reserve data. You are reminded that the program information and restricted data is mandatory and you must enter the data prior to approval in HUDCAPS.

Approving officials are reminded to ensure that all data has been entered prior to approving and processing in HUDCAPS.

At some point in the future, edits will be made to the system to prevent the approval of a year end settlement if the program information tab and restricted reserve data has not been completed. This directive provides advance notice of proposed changes to the system.

This notice is also a reminder to HUDCAPS users that **all** data elements in HUDCAPS should be recorded and monitored accordingly. Each data field serves a unique purpose in HUDCAPS. When the system is circumvented by users, with required data elements not maintained, the overall effectiveness and efficiency of the system is diminished for all users.

Please ensure that for every table requiring data entry, complete and accurate information is entered. Also, use the available reports in HUDCAPS to periodically review the information for accuracy, timeliness, and reliability.

6. **DATA ENTRY REQUIREMENT** - You are required to begin entering mandatory program information on the YEST when you are ready to complete the processing of the HUD 52681 for current work in your inventory. In other words, you are not required to go back and enter program information

data in years that have previously been approved in HUDCAPS.

7. **MONITORING OF PROGRAM REQUIREMENTS** - Headquarters staff will monitor compliance of HUDCAPS requirements for Field Offices and will periodically notify offices not in compliance with the requirements.
8. **ADDITIONAL INFORMATION** - Any questions regarding this notice should be addressed to the Finance Division, Office of Rental Assistance, at (202) 708-2934.

___/s/___ Kevin Emanuel Marchman_____

Kevin Emanuel Marchman, Acting Assistant
Secretary for Public and Indian Housing